**Your Name**

53 Laurel Street, Apt. 4, Denver, CO 80010

Tel: 310-555-8892; E-mail: [yourname@hotmail.com](mailto:yourname@hotmail.com)

February 23, 2010

Mr. Mitchell Franklin

Executive Director

Summerfield, Inc.

478 Market St.

Denver, CO 80201

Dear Mr. Franklin:

I am writing to apply for the summer internship position in your Marketing Department that was advertised through the University of Denver Career Services Center.

As you can see from the enclosed resume, I have a strong background in business. Last summer, I worked as an office assistant for the real estate firm Womersley Inc. My responsibilities included answering the telephone, preparing mailings, and answering customer inquiries. In addition, I worked with Microsoft Word and Excel to prepare documents for rental agreements and real estate transfers. My supervisor, Evelyn Harris, will vouch for my strong work ethic, attention to detail, and respect for confidentiality.

The internship would provide me with an opportunity to assist at your firm and expand my business and marketing skills. Summerfield, Inc. has an excellent reputation for timely service and customer satisfaction. I am confident that my motivation and keen interest in pursuing a career in marketing will make me an asset to your firm.

My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position. I would appreciate the opportunity to meet with you to discuss the position as well as my skills and experience. You can reach me by telephone at (310) 555-8892 or by e-mail at [yourname@hotmail.com](mailto:yourname@hotmail.com).

Sincerely,

Your Name

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